



Inclusion Through
Diversity

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"Promoting excellence in County operations while respecting the needs of the people we serve."

Tompkins County COVID-19 Directive #3.2

3.1 - Revised June 21, 2020

3.2 – Revised August 6, 2020

3.3 - Revised June 10, 2021

Upon reviewing departmental Reconstitution of Operations Plans (ROOP), the County Administrator has issued **COVID-19 Directive #3**. Directives must be followed to ensure consistent safe and orderly operations of County departments and are in place until superseded or released by a future directive. Directive #3.3 shall amend all Directives #3.X as follows:

Directive #3.3: All employees must undergo a mandatory health screening assessment prior to employees beginning work each day.

Fundamental Information

- Employees who are sick must stay home or return home, if they become ill at work.

Screening Procedure

- Prior to June 29, 2020 (or when an employee returns to on-site or field work), all employees shall sign the Covid-19 Health Screening Attestation once. Completed Health Attestations should be sent to Human Resources where they will be put in the employees' personnel file.
- Employees shall be given a copy of their individual department's Health Screening Plan by their supervisor.
 - At a minimum, the Departmental specific plan should ensure that sick individuals do not work in the workplace.
- **If clear health screening posters are placed on the point of entry to the workplace, it will be assumed that any employees that enter will have attested that they are healthy and may enter the workspace. A poster has been created by the Tompkins County Health Department that can be utilized if the signage at the point of entry option is selected. Other methods for employees to provide an appointed person in the office with a daily affirmation by e-mail/website, telephone, or electronic survey prior to entering the workspace.**
- Employees shall affirm the following on a daily basis:
 - To the best of your knowledge,
 1. Have you had a recent onset of fever/chills, cough, shortness of breath, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea **that you cannot attribute to an illness that is chronic or that you are otherwise familiar with?**
 2. Have you been in the same room with a patient with COVID-19 within the last **ten (10)** days?
 3. According to a health department advisory or recommendation, have you come into contact with a COVID19-positive patient?
- If any employee answers yes to question #1 they should be immediately sent home to contact their health care provider for a medical assessment and potential COVID-19 testing.
- If an employee answers yes to questions #2 or #3, the employee is still permitted to work. If they are asymptomatic and working from home would not be feasible for their job duties they must follow the following requirements:
 - Quarantine themselves when not at work.
 - Undergo temperature checks upon arrival to work and at least every 12 hours while at work and shall continue to self-monitor for symptoms.

- Wear a face covering at all times while at work.
- An employee may return to work when:
 - They have no symptoms and have had a negative COVID-19 test if they were directed to have a test by their health care provider.
 - They had a positive COVID-19 test and have since been released from isolation by the County Health Department.